



AGENDA
SPECIAL PARK COMMISSION MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN
FEBRUARY 11, 2015
6:00 P.M.

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Richfield Park Commission, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: "Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.")

1. Call to Order
2. Verification of Compliance With Open Meeting Law
3. Pledge of Allegiance
4. Meeting Minutes
 - a. December 10, 2014 – Special Meeting
5. PUBLIC HEARING
 - a. Public hearing required per section 14 of the Village of Richfield and Richfield Historical Society Management Agreement 'Site Alterations and Additions' to discuss the addition of a Blacksmith Shop to the Richfield Historical Park
6. DISCUSSION/ACTION ITEMS
 - a. Discussion and recommendation to the Village Board regarding the addition of a Blacksmith Shop to the Richfield Historical Park
 - b. Discussion/Action regarding dates for the Richfield Soccer WAVE Camp and KMSL Tournament in Heritage Park
 - c. Discussion/Action regarding park dates for Richfield Historical Society events in the Richfield Historical/Nature Park
 - d. Discussion regarding the Staff Park Operations Report
7. ADJOURNMENT

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at www.richfieldwi.gov. Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or www.richfieldwi.gov with as much advance notice as possible.

2



AFFIDAVIT OF POSTING

Pursuant to Sec. 985.02(2), Wis Stats., I, Bradley Calder, being duly sworn, state as follows:

1. I am an adult resident of the State of Wisconsin, and I make this affidavit on personal knowledge.

2. I hereby certify that I posted a copy of the attached:

Special Park Commission Meeting For February 11th 2015

on Feb 6 2015 (date), 11:00 AM (time), at the Village posting locations, namely: on the outside bulletin board of the Village Hall located at 4128 Hubertus Road, Hubertus; on the outside bulletin board at the Hubertus Post Office located at 3695 Hubertus Road, Hubertus; on the outside bulletin board at the Richfield Post Office located at 1925 Hwy 175, Richfield; and on the outside bulletin board at the Colgate Post Office located at 3392 Hwy Q, Colgate.

Bradley Calder
Signature

2/6/2015
Date

Personally came before me this 6th day
of February, 2015.

Margaret M. Ruenells
Notary Public, State of Wisconsin
My commission expires 9/25/16

I also certify that notice of such meeting(s) were sent via email to the West Bend Daily News, the Germantown Express News, the Hartford Times Press, and the Milwaukee Journal Sentinel.

Signature

Date

I further certify that a copy has been posted to the Village website www.richfieldwi.gov.

Signature

Date

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Park Commission Meeting
Village of Richfield, 4128 Hubertus Road, Hubertus, WI

12/10/2014
6:00 p.m.

1. Call to Order/Roll Call

Chairman Tom Wolff called the meeting to order at 6:00 p.m.

Present at the meeting were Commissioners Paul Bernard, Virgil Dawson, Donald Filipiak, Ken Meeks, Larry Schmitt, Heidi Woelfel, Village Administrator Jim Healy and Administrative Services Coordinator KateLynn Schmitt.

2. Verification of Compliance with Open Meetings Law

Village Administrator Healy stated that the agenda was posted at all three local U.S Post Offices, Village Hall and on the Village website. Copies of the agenda were also digitally sent to the *West Bend Daily News*, *Hartford Times Press*, and the *Milwaukee Journal Sentinel*.

3. Pledge of Allegiance

4. Meeting Minutes

a. November 12, 2014– Regular Meeting

Motion by Commissioner Ken Meeks to approve the meeting minutes from the November 12, 2014 Park Commission meeting; Seconded by Commissioner Don Filipiak; Motion passed without objection.

5. DISCUSSION/ACTION ITEMS

a. Discussion/Action regarding the Richfield Historical Society's 2014 Richfield Historical Park Master Plan

Motion by Commissioner Don Filipiak to approve the Richfield Historical Society's 2014 Richfield Historical Park Master Plan; Seconded by Commissioner Paul Bernard; Motion passed without objection.

6. ADJOURNMENT

Motion by Commissioner Larry Schmitt to adjourn; Seconded by Commissioner Don Filipiak; Motion passed without objection at 6:36 p.m.

Respectfully Submitted,

KateLynn Schmitt
Administrative Services Coordinator

6 a



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: February 11, 2015

SUBJECT: Richfield Historical Society - Blacksmith Shop
DATE SUBMITTED: February 4, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO RECOMMEND APPROVAL TO THE VILLAGE BOARD FOR THE NEW CONSTRUCTION OF A BLACKSMITH SHOP IN THE RICHFIELD HISTORICAL PARK?

ISSUE SUMMARY:

Village Staff met with the Richfield Historical Society's (RHS) President Frank 'Buzz' Carr and Historical Site Coordinator Herb Lofy early in 2014 to discuss a potential new Blacksmith Shop proposed to be constructed near the south end of the Richfield Historical Park east of the current Sugar Shack.

On May 8th, Village Administrator Jim Healy and Administrative Services Coordinator KateLynn Schmitt met with several members of the Historical Society in order to better understand what they would like to propose. A summary of their project can be generally described as the following:

- 22' x 40' single story structure with a cedar shingled roof
- RHS would donate lumber, materials, and labor to construct the building
- RHS proposes to handle the clearing of trees themselves
- RHS hopes to complete construction of this building by the end of 2015

Since spring of 2014, the Historical Society has taken several steps to comply with the regulations outlined in Village of Richfield and Richfield Historical Society's Master Plan so that they might begin the approval process for their Blacksmith Shop.

This process began with the update of the Richfield Historical Park Master Plan which came before the Park Commission at the December 10th, 2014 Special Park Commission meeting. At this meeting the following motion was made:

Motion by Commissioner Don Filipiak to recommend approval to the Village Board for the Richfield Historical Society's 2014 Richfield Historical Park Master Plan; Seconded by Commissioner Paul Bernard; Motion passed without objection.

The Village Board then considered the Richfield Historical Park Master Plan at the January 22nd, 2015 Board Meeting. The Village Board voted unanimously to approve the Master Plan with the following motion:

Motion by Trustee Brandner to approve the proposed Historical Park Master Plan as prepared by the Richfield Historical Society; Seconded by Trustee Neu; Motion carried unanimously.

Tonight the Park Commission is considering recommendation to the Village Board for one of the newly included projects in the 2014 Richfield Historical Park Master Plan. The RHS Blacksmith Shop. Per section six (6), 'Site Alterations and Additions', of the Village of Richfield and Richfield Historical Society's Management Agreement which states;

"The Richfield Park Commission and Village Board shall have direct responsibility to approve or deny future buildings or roads. RHS will not accept donations of additional structures, or erect any additional structures, such as homes, churches, barns, or other historical buildings on the 29-acre site, without first obtaining approval from the Village

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VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: February 11, 2015

SUBJECT: Richfield Historical Society - Blacksmith Shop
DATE SUBMITTED: February 4, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

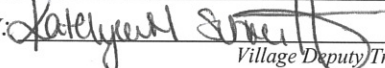
Board in writing. Construction or acceptance of any structure(s), regardless of size or condition, will be subject to language in Village Ordinance 70-133(9) Neighborhood Work Shop and Public Hearing Requirements. A public hearing with the Park Commission will also be required before the Park Commission would make a recommendation to the Village Board."

A public meeting notice for the Neighborhood Work Shop and Public Hearing ran on January 31, 2015 and February 4th, of 2015 likewise residents within 300' of the Historical Park were mailed a public meeting notice on January 28th, 2015.

Minutes from the Neighborhood Work Shop Meeting held on February 4th were taken and have been included in your packet as an attachment for review.

Having met all of the requirements in the Village of Richfield and Richfield Historical Society's Management Agreement Section six (6) 'Site Alterations and Additions' to the Richfield Historical Park, tonight Staff is recommending approval to the Park Commission for the new construction of a Blacksmith Shop in the Richfield Historical Park.

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: \$3,180 funding provided from the RHS
Future Ongoing Costs: Variable.
Physical Impact (on people/space): Erection of a building in Historical Park.
Residual or Support/Overhead/Fringe Costs: Variable.

ATTACHMENTS:

1. 2014 Richfield Historical Park approved Master Plan addendum for the Blacksmith Shop
2. Village of Richfield and Richfield Historical Society Management Agreement
3. Minutes from the February 4th, 2015 Neighborhood Work Shop Meeting

STAFF RECOMMENDATION:

Motion to recommend approval to the Village Board the new construction of a Blacksmith Shop in the Richfield Historical Park at the proposed site location east of the current Sugar Shack.

APPROVED FOR SUBMITTAL BY:


Village Staff Member

Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

Addendum A RHS Blacksmith Shop

We propose to erect a timber frame blacksmith shop as shown in the attached drawings. Its dimensions would be approximately 22' X 40' with a cedar shingled roof. We feel a good location would be across the road from the sugar shack / granary with a 20' set back. We feel this location would not require the removal of any valuable trees nor infringe on the foot path. A donated gravel path would connect it to the current road.

We are working with Tim Einwalter who is an architect and a member of our society to design this structure. The plans call for supporting this building on 12 - 12" X 4' concrete piers with the floor being 6" above the park road. The required gravel fill will be donated.

We are ready to start clearing this site as soon as the approval process is complete and we have received permission from Village to proceed. This building is to be completed by the end of 2015.

After several meetings with the sites committee we have concluded that we have all the necessary material for the timber frame, ceiling joists and roof rafters. Some of these items are being stored in several barns and others will be donations that will have to be picked up. It's possible that some items would be cut at the next Threshere.

Here is the list of materials and other costs for this project.

Cedar shingles	\$1,500.00
Concrete and forms	\$400.00
Assorted screws, nails and anchors	\$500.00
Exterior plywood 8 sheets	\$280.00
<u>Possible trucking expense</u>	\$500.00
	<hr/>
	\$3,180.00

Due to the fact that there are always unexpected costs that have not been accounted for I would budget \$3,180.00 not to exceed \$5,000.00 for this project. Of that amount we currently we have \$1,100.00 pledged. I would expect \$600.00 after we break ground and an additional \$500.00 next year.

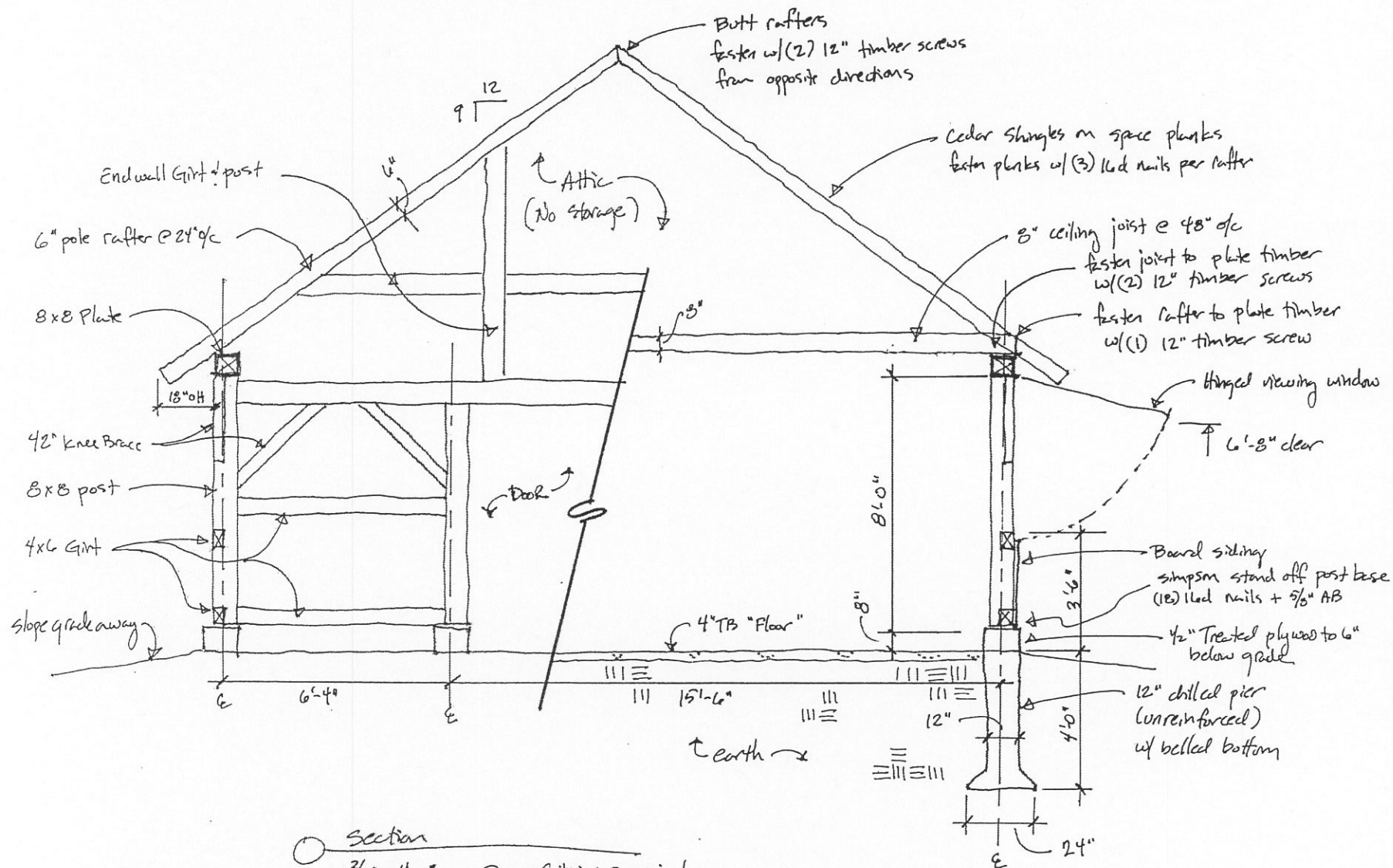
This building would be an ongoing project and depending on donations, it would be embellished over time. I do not contemplate the need for additional funding from the RHS beyond normal maintenance as with all our buildings. The future plans would include a possible line shaft to power equipment we have in storage along with a permanent forge, hood and chimney.

Policies for use of all park buildings is and has always been set by the RHS board. This addition would follow that existing policy. Anyone using it would be a member of our society and would follow these policies with out exception.

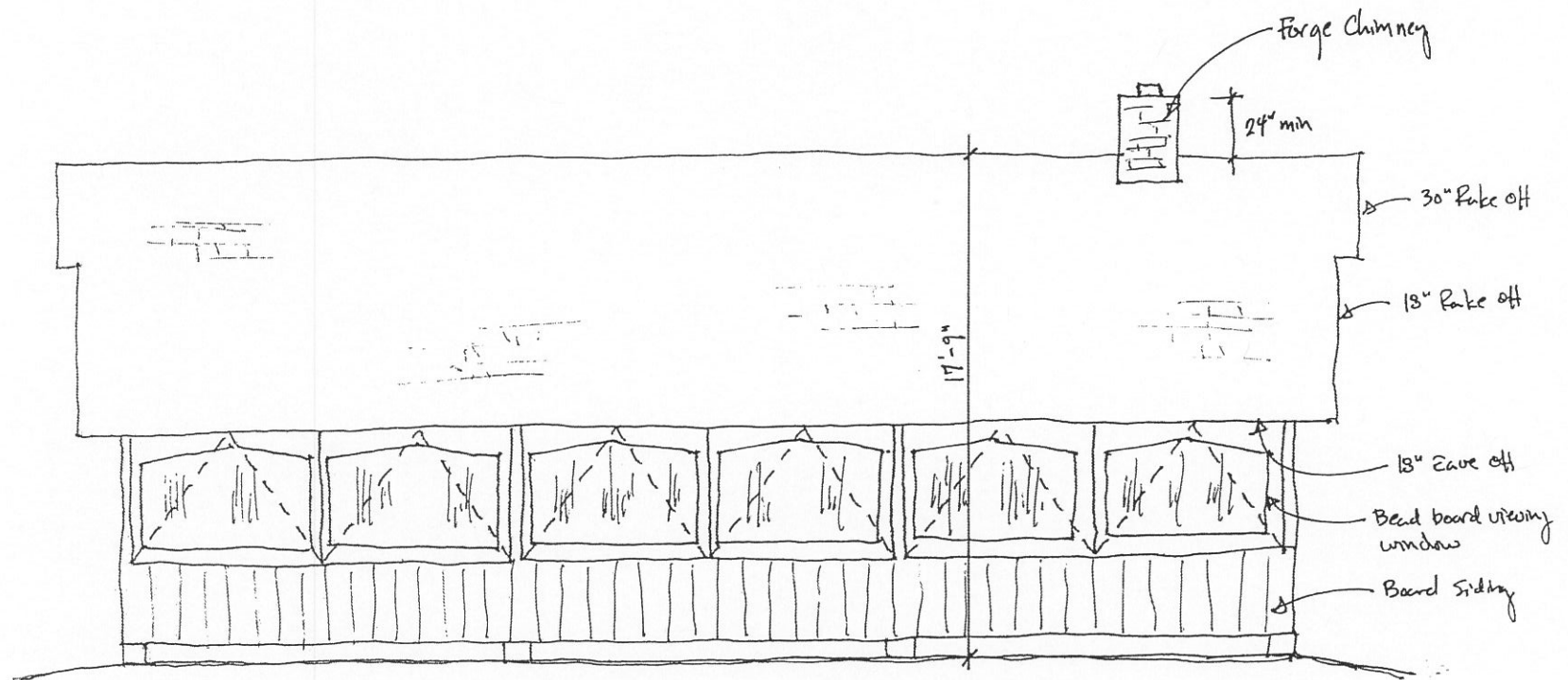
I can report that we have two anvils with hand tools and a portable forge already pledged to this project. Moebius Ironworks located in Richfield has also stated they wish to help with this project. We would expect donations of additional items as the project moves forward. I believe this project should be added to next years publications to encourage donations of money and additional equipment.

We are convinced this would be a great addition to our park and provide an anchor project for our crew for 2015. Our crews work on the Grist Mill cannot proceed until its foundation is complete giving us time to work on this building. This project is fully funded by the Richfield Historical Society and will not require funding from the Village.

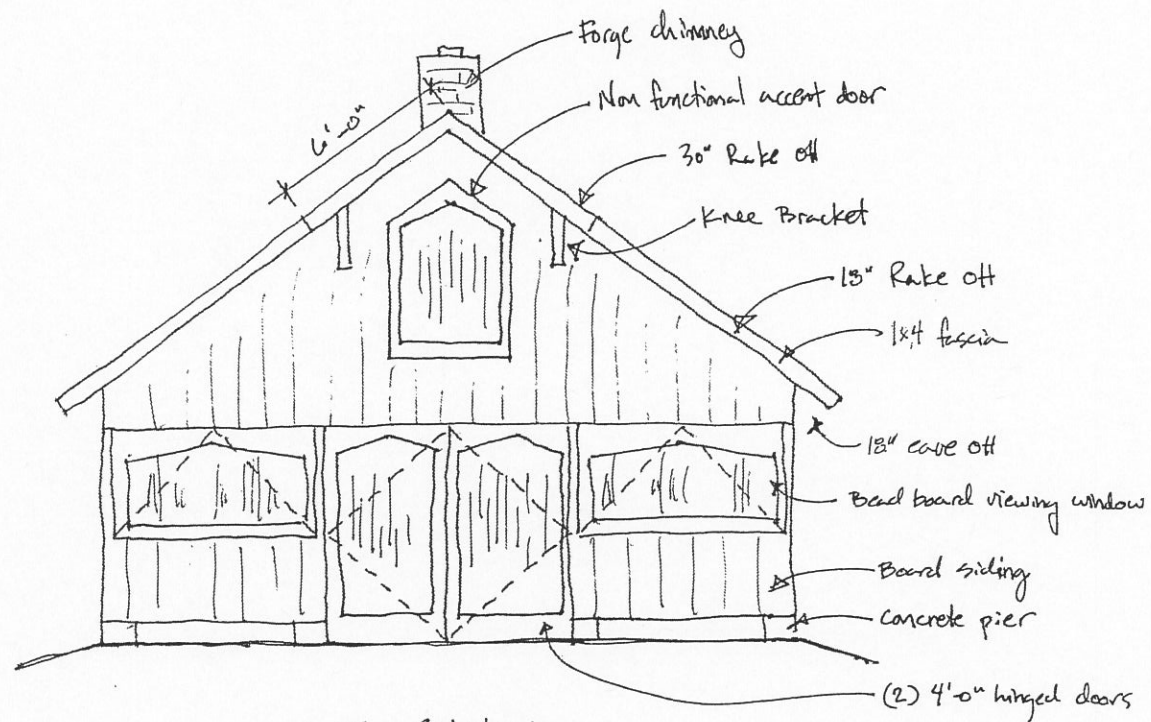
Del Schmechel
11/21/2014



Section
 $\frac{3}{8}'' = 1'-0''$ Design Criteria: Empirical



Typ Side Elevation
 $\frac{1}{4}" = 1'-0"$



Typ End Elevation
 $\frac{1}{4}" = 1'-0"$

**VILLAGE OF RICHFIELD &
RICHFIELD HISTORICAL SOCIETY
MANAGEMENT AGREEMENT**

The Village of Richfield, and the Richfield Park Commission (hereinafter "VILLAGE"), hereby declare that the Richfield Historical Society, Inc. (hereinafter "RHS") will manage the Richfield Historical Park, one of several parks in the Richfield Park System.

While the RHS will manage and oversee the 29-acre park, it is clearly understood that the entire 29-acres is owned by the VILLAGE for the benefit of all residents who are granted access to this site during normal park hours, except for restricted access to historical buildings on the site, which may be visited only during hours established by RHS.

NOW, THEREFORE, in consideration of the fulfillment of the management obligations of the parties hereinafter set forth, **IT IS MUTUALLY AGREED**, by and between the VILLAGE, the Richfield Park Commission and the RHS, Inc as follows:

1. Premises

The VILLAGE hereby delegates management duties to RHS, for the term and upon the conditions hereinafter set forth, herein, for those premises situated in the Village of Richfield, Washington County, State of Wisconsin, legally known as:

Richfield Historical Park

Part of the Northwest ¼, Southwest ¼ and Northeast ¼ of the Northwest ¼ of Section 9 Villageship 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin described as follows:

Twenty-nine (29) acres of land area and all existing buildings.

The Historical Park Masterplan is modified to exclude three acres south of the new nature park entrance. It is understood that those three acres will be included and maintained by the VILLAGE as part of the nature park. This acreage is approximately 40 feet south of the granary. The Historical Park Masterplan has been updated with a line detailing this southern boundary approximation. {Therefore: Original 27 acres, minus three acres south of the new nature park road. Plus, five acres of land north of the Historic Park acquired in 2005 from Harkelroad. Total: 29 acres.}

2. Term of Management Agreement

The initial term of this management agreement shall be for twenty-five (25) years, commencing on February 1, 2006 and ending on February 1, 2031. RHS and the VILLAGE shall have the option to renew this management agreement for additional 25-year terms in perpetuity. The renewal term shall be on similar terms and conditions as the initial agreement.

3. Use of Premise

RHS shall occupy the premises and the buildings thereon for the purpose of operating and maintaining the property as the Richfield Historical Park. The intent of the RHS is to not just

have static displays, but to develop a fully operational 1870's vintage mill with its surrounding land and related buildings. RHS also utilizes the premise for other historical operations, such as tapping maple trees, growing a garden and providing sitting areas in a natural setting.

RHS shall open the Messer/Mayer Mill to the public on scheduled days during at least four months of each calendar year, barring any unforeseen circumstances. RHS shall furnish the other portions of the Mill, residence and outbuildings with period furniture and other artifacts. RHS shall provide curatorial services and supervision of repairs and maintenance for the operation of the Richfield Historical Park property. Parts of the structures may be used for RHS administrative and support services.

A masterplan for the 29-acre parcel must be adopted by the Park Commission and Village Board before June 1, 2010.

Any new walking/hiking trails to be installed anywhere on the parcel shall first be approved by the Park Commission after conferring with RHS.

4. Village Funding

The Village Board shall consider any funding request and the budgeting information of RHS during its annual deliberations on the VILLAGE budget. The Village Board shall determine, during its annual budget deliberations, what amount, if any, it shall provide to RHS and for what specific purposes related to the maintenance, operation, improvement and preservation of the Richfield Historical Park property by RHS under this Management Agreement. The Village Board may decide to provide no funds or financial support whatsoever for the maintenance, operation, improvement or preservation of the Richfield Historical Park to RHS.

The Richfield Park Board shall be responsible for installing and maintaining trails throughout the 29-acre Historical Park.

5. Fees

RHS may require an admission charge to the Messer/Mayer Mill and other buildings. The RHS is also entitled to rent buildings and grounds for special events, such as family reunions, birthday parties, weddings, etc provided that no alcohol is allowed on the property without first obtaining a permit from the Village. RHS will have a contract with any users who rent out the facilities or premise.

No admission fees will be charged for individuals using the park or trails for personal recreation.

6. Other Activities of RHS

RHS may hold festivals and other public activities on the property, operate a gift shop, and retain all proceeds from such activities and operations, provided that no direct expenses therefore shall be paid from any funds that are provided by the VILLAGE. RHS has the right to close the Richfield Historical Park for RHS events with the approval of the Park Commission. RHS shall not hold or allow events to be held after 10 p.m. daily.

7. Insurance

The RHS is responsible for purchasing general liability insurance coverage, including personal and contractual liability with minimum limits of at least two million (\$2,000,000) dollars for each occurrence and four million (\$4,000,000) dollars in the aggregate and naming the VILLAGE as an additional insured under the policy. RHS will furnish the VILLAGE with a certificate of insurance annually.

The RHS shall maintain and pay for fire and extended coverage on the personal property kept on the premises. RHS will maintain a separate list of antiques and appraisals, if needed, of said items. The VILLAGE will not be responsible or replace any personal property at the site.

The VILLAGE shall be responsible for securing (special) coverage on the real property located within the Historical Park. The VILLAGE shall also provide general liability coverage on the property. RHS and its insurance shall be primarily responsible for any claims or liability of any kind related to or arising from special events, activities, maintenance, functions, work, or undertakings of any kind held, sponsored, or otherwise initiated by RHS members, volunteers, contractors or assigns on the premises. The Village Insurance policy shall be primarily responsible for all other claims, unless otherwise caused by RHS, its members, volunteers, contractors or assigns. RHS is responsible for reporting in writing the replacement cost values of the structures on the site by October 1 of each year.

The VILLAGE will not provide workers compensation insurance for the volunteer members of the RHS. It is the sole responsibility of RHS to develop a safety program to ensure the safety of all members and volunteers. RHS will be responsible for maintaining a release form for all members or volunteers who work on projects at the site. RHS will require all members and volunteers to sign a liability and injury waiver of insurance prior to any participation in the restoration project. All volunteers agree to hold harmless the VILLAGE. Copies of waivers to be provided to the VILLAGE on a quarterly basis.

Nothing in this Management Agreement shall be construed so as to authorize or permit any insurer of the VILLAGE or RHS to be subrogated to any right of the VILLAGE or RHS against the other party arising under this Management Agreement. The VILLAGE and RHS each hereby release the other for any loss to the property to be insured by either party under the terms of the Management Agreement, the extent of their respective insurance coverage for any loss or damage caused by any such casualty, even if such incidents shall be brought about by the fault or negligence of either party or person for whose acts or negligence the other party is responsible. Each of the VILLAGE and RHS shall obtain appropriate waivers of subrogation from their respective insurance carriers giving effect to this paragraph.

8. Indemnity Provision

RHS shall indemnify and hold harmless the VILLAGE from and against any and all claims arising from RHS's use of the premises and shall further indemnify and hold harmless the VILLAGE from any and all claims arising from any negligence or intentional acts of RHS, its agents, employees, customers, invitees, contractors, subcontractors and all other persons, and against all costs, attorney fees, expenses and liabilities incurred in the defense of such claim or any action proceeding brought thereon. The liability referred to herein also includes but is not limited to, statutory liability and liability under worker's compensation laws in connection with

claims for damages as the result of injury or death of any person or property damage to any property sustained by RHS, its agents and employees.

9. Accountability

RHS shall furnish the VILLAGE a copy it's federal and state tax returns. The VILLAGE may inspect RHS's books at any time, with reasonable advance notice.

10. Right of Entry

The VILLAGE shall have the right of access to any and all portions of the premises, at any and all reasonable hours, and upon reasonable notice, for the purpose of inspecting, analyzing and/or gathering information relating to the operation of the premises or to the premise itself.

11. Compliance with Laws

RHS shall comply with all applicable rules, regulations, laws, ordinances, statutes or orders of any governmental authority, federal, state or local, lawfully exercising authority over the premises or over the operations carried out pursuant to this Management Agreement, including but not limited to Wisconsin's Open Records Law and any public bidding requirements that may apply to RHS.

12. Assignment and Subleasing

RHS shall not mortgage, hypothecate, pledge or otherwise encumber or assign the Management Agreement herein created; neither shall RHS sublet or sublease the premise, in whole or in part.

13. Modification or Amendment of Management Agreement

This Management Agreement may be modified or amended upon the mutual agreement of the parties. However, such modification or amendment must be in writing, dated and fully executed by both parties.

Any unforeseen circumstances, problem, dispute or disagreement regarding the role of either party in the Management Agreement or regarding the use and operation of the Richfield Historical Park property that is not addressed by the express terms of this Management Agreement shall be resolved by the Richfield Village Board.

14. Site Alterations and Additions

The Richfield Park Commission and Village Board shall have direct responsibility to approve or deny future buildings or roads. RHS will not accept donations of additional structures, or erect any additional structures, such as homes, churches, barns, or other historical buildings on the 29-acre site, without first obtaining approval from the Village Board in writing. Construction or acceptance of any structure(s), regardless of size or condition, will be subject to language in Village Ordinance 70-133(9) *Neighborhood Work Shop and Public Hearing Requirements*. A public hearing with the Park Commission will also be required before the Park Commission would make a recommendation to the Village Board.

Significant site alterations, such as forestry, wetland filling, modifying masterplan, changing aesthetics of park, etc. must first be approved by the Richfield Park Commission. The VILLAGE will notify and confer with RHS if any alterations or modifications are to be performed by the VILLAGE at the Historical Park.

RHS can make minor structural changes, additions or alterations to the structures on the site as deemed necessary. The Village's building inspector shall be consulted when required by local and state building codes. The VILLAGE will waive all building fees associated with the improvements to the site. Additions, alterations and changes shall be submitted in report form.

15. Termination

This Management Agreement may be terminated at any time upon the mutual agreement of both the RHS and VILLAGE. Either the RHS or VILLAGE may cancel this Management Agreement with at least one hundred eighty (180) days written notice. If the Management Agreement is cancelled, both parties pledge to work together by sharing all records, documents and data required to ensure a smooth transition.

16. Reports

RHS shall submit a monthly written report summarizing Richfield Historical Park activities to the Park Commission Chair that may be added to the agenda for discussion purposes. The report shall be submitted via email no later than 5 p.m. one day prior to the Park Commission meeting.

17. Regulations

This Management Agreement shall be binding upon the parties, hereto, their respective heirs, devisees, personal representatives, administrators, successors and assigns. It cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto; any such variance or waiver must be in writing, dated and fully executed by both parties.

No waiver by the VILLAGE or RHS of any breach of any provision of this Management Agreement shall be deemed for any purpose to be a waiver of any breach of any other provision hereof, or of any continuing or subsequent breach of the same provision.

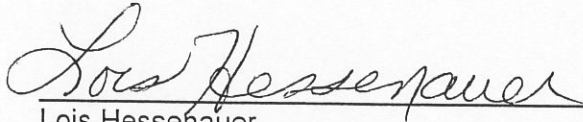
Each right of the parties hereto is accumulative and is in addition to each other legal right which the party may have in the event of any default of the other.

In the event any covenant, condition or provision herein contained is held to be invalid by a final judgment of any court of competent jurisdiction, the invalidity of such covenant, condition or provision shall not in any way affect any other covenant, condition or provision herein contained.

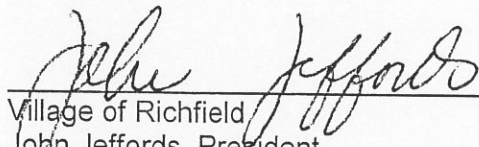
This Management Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.

Dated and executed this 21st day of May, 2009.

Signed:

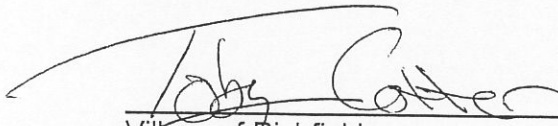
A handwritten signature in cursive script, appearing to read "Lois Hessehauer", written over a horizontal line.

Lois Hessehauer
President, Richfield Historical Society

A handwritten signature in cursive script, appearing to read "John Jeffords", written over a horizontal line.

Village of Richfield
John Jeffords, President

Attest:

A handwritten signature in cursive script, appearing to read "Toby Cotter", written over a horizontal line.

Village of Richfield
Toby Cotter, Administrator/Clerk

Neighborhood Workshop Meeting
Village of Richfield, 4128 Hubertus Road, Hubertus, WI

2/4/2015
6:00 p.m.

1. Call to Order/Roll Call

Administrator Jim Healy called the meeting to order at 6:00 p.m.

Present at the meeting were Richfield Historical Society (RHS) President Frank 'Buzz' Carr, RHS Sites Committee Chair Herb Lofy, RHS Education Committee Chair Sharon Lofy, RHS Project Coordinator Del Schmechel, RHS member Cindy Schmechel, and Administrative Services Coordinator KateLynn Schmitt.

2. DISCUSSION ITEMS

- a. Discussion regarding the Richfield Historical Society's project plans for the proposed Blacksmith Shop**

No one spoke.

3. ADJOURNMENT

Meeting adjourned at 7:00 p.m.

Respectfully Submitted,

KateLynn Schmitt
Administrative Services Coordinator

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VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: February 11, 2015

SUBJECT: Richfield Soccer Club's Annual KMSL Tournament and WAVE Camp
DATE SUBMITTED: February 4, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO APPROVE THE DATES FOR RICHFIELD SOCCER CLUB'S ANNUAL KMSL TOURNAMENT AND WAVE CAMP?

ISSUE SUMMARY:

Each year the Richfield Soccer Club (RSC) hosts an annual KMSL soccer tournament and Milwaukee WAVE Camp in Heritage Park.

This year the date requested by the RSC for the KMSL soccer tournament is Saturday, May 30th, 2015. As outlined in the attached email from RSC's President, Mike Anderson event setup will begin taking place on Friday, May 29th, 2015 before the event, with the actual tournament taking place on the 30th.

Upon checking the park and recreation schedule for these dates, Staff saw no conflicts with this request.

In addition each year RSC hosts a Milwaukee WAVE Camp here in Heritage Park. The dates requested for this camp are Monday, June 15th, 2015 through Friday, June 19th, 2015.

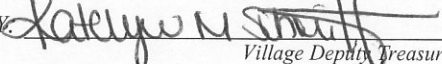
Upon checking the park and recreation schedule for these dates, Staff saw no conflicts with this request.

These events bring a number of residents from not only the Richfield community but also from surrounding communities to our main hub park each year. Staff has no objection to these annual events and recognizes the valuable partnership the RSC has provided over the years.

It is without hesitation that we recommend approval for the Friday, May 29th, 2015 prep date, Saturday, May 30th, 2015 KMSL soccer tournament and Milwaukee WAVE Camp Monday, June 15th, 2015 through Friday, June 19th, 2015.

Tonight RSC President, Mike Anderson, will be present to talk to you about the tournaments past successes and to take any questions you may have.

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: Staff time with fields

Future Ongoing Costs: None

Physical Impact (on people/space): Community events in the Village park system

Residual or Support/Overhead/Fringe Costs: Nominal

ATTACHMENTS:

1. Email correspondence with RSC President, Mike Anderson.



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM


MEETING DATE: February 11, 2015

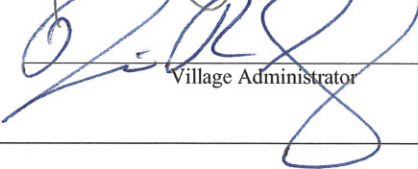
SUBJECT: Richfield Soccer Club's Annual KMSL Tournament and WAVE Camp
DATE SUBMITTED: February 4, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

STAFF RECOMMENDATION:

Motion to authorize the Richfield Soccer Club to host the annual KMSL tournament in Heritage Park on Saturday, May 30th, 2015 and to allow for prep time on Friday, May 29th, 2015, and to approve the Milwaukee WAVE Camp Monday, June 15th, 2015 through Friday, June 19th, 2015.

APPROVED FOR SUBMITTAL BY:



Village Staff Member


Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

KateLynn Schmitt

From: Michael Anderson <michael.rj.anderson@gmail.com>
Sent: Thursday, October 30, 2014 2:35 PM
To: KateLynn Schmitt
Cc: Jim Healy
Subject: Richfield Soccer

Katelynn,

The Richfield Soccer Club plans on hosting the annual soccer tournament on May 30, 2015. This is an all-day event with setup taking place starting Friday May 29th, 2015. We will also be hosting our annual WAVE camp during the week of June 15th-June 19th 2015. This of course is pending the approval by the Village and Park Board. If you have any questions please let me know.

Thanks you,
Mike Anderson
RSC President
262-384-1817



This email is free from viruses and malware because avast! Antivirus protection is active.

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VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: February 11, 2015

SUBJECT: Richfield Historical Society Event Dates for 2015
DATE SUBMITTED: February 6, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO APPROVE THE PARK EVENT DATES FOR THE RICHFIELD HISTORICAL SOCIETY IN 2015?

ISSUE SUMMARY:

Each year the Richfield Historical Society (RHS) requests to use the Richfield Nature Park and Historical Park for their events and activities per section six (6) of the Village of Richfield and Richfield Historical Society's Master Plan which states;

"RHS has the right to close the Richfield Historical Park for RHS events with the approval of the Park Commission."

Listed below are the dates and times of their requests.

Events:

- Maple Syrup Family Day- Saturday, March 28th, 2015, 1:00 p.m. to 4:00 p.m.
- Richfield Art at the Mill- Saturday, July 25th, 2015, 9:00 a.m. to 4:00 p.m.
- Vintage Baseball Game and Car Show- Sunday, August 16th, 2015, 11:00 a.m.
- 17th annual Thresheree- Saturday and Sunday, September 19th and 20th, 2015, 9:00 a.m. to 5:00 p.m.
- 5th annual Old Iron Swap Meet- Sunday, October 4th, 2015, 8:00 a.m. to 4:00 p.m.
- Christmas at the Mill- Saturday, December 5th, 2015, time to be determined

All of the above listed events are Annual for the Historical Society. Village Staff does what they can to help advertise on both the Village website and in the newsletter for any and all events sponsored by the Historical Society. These events have become staples residents look forward to each year.

Having reviewed the park and recreation calendar for the dates and times that have been provided by RHS Staff is recommending approval for the 2015 Richfield Historical Society park use dates.

FISCAL IMPACT:

REVIEWED BY:


Village Deputy Treasurer

Initial Project Costs: Administrative Staff Time

Future Ongoing Costs: N/A

Physical Impact (on people/space): Community events in the Village Park System

Residual or Support/Overhead/Fringe Costs: Nominal, if any

ATTACHMENTS:

None.



VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM


MEETING DATE: February 11, 2015

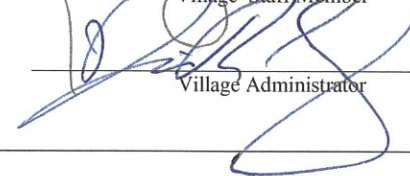
SUBJECT: Richfield Historical Society Event Dates for 2015
DATE SUBMITTED: February 6, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

STAFF RECOMMENDATION:

Motion to authorize the list of 2015 Richfield Historical Society event dates and times in the Village Historical and Nature Park.

APPROVED FOR SUBMITTAL BY:



Village Staff Member


Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

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General Park Operations Report for January 2015

Park Commission Members,

As a part of my position as Administrative Services Coordinator, I want to make sure that I have a bi-monthly dialogue with everyone on the Park Commission about General Park Operations. It is important to me that I solicit feedback from this Commission in order to gain not only a greater personal/professional relationship with each and every one of you, but also attempt to cultivate ideas or suggestions you have on ways we can improve our wonderful network of parks throughout the Village. **The knowledge you each have of our park system is an invaluable resource that I intend on tapping into.**

- ✓ **Heritage Park Trails.** During winter snow shoers and cross country skiers are a common sight on our park trail systems. Those trails will be maintained again for the 2015 winter season when time is permitted to clean them up after all Village roads have been cleared.
- ✓ **Richfield Soccer Club Concession Stand Alterations.** All of the Richfield youth sport programs are run solely on a volunteer basis. They dedicate hours of time and resources to these programs so that children in Richfield are able to stay local and utilize our parks to their fullest extent. A perfect example of this is the request recently made by RSC President Anderson to have a RSC volunteer electrician to come in and install additional outlets in the Heritage Park Soccer Club concession stand. Time, money and resources are a struggle for every organization and we would like to take this opportunity to commend all of our youth sport organizations for continuing to help make our park system a success.
- ✓ **Richfield Historical Society Events.** Tonight the list of 2015 Historical/Nature Park events was brought before the Park Commission. Moving forward Staff will continue to work with the Historical Society to advertise for these events and be advocates for all activities in the parks. We encourage all of our Staff, Commission members, Board members and residents to attend these events for entertainment purposes and because they serve as key fundraisers for the Historical Society which allows them to pursue new projects and activities each year. Especially their main project the restoration of the Messer Mayer Mill. Let's help them "Get It Grinding!"
- ✓ **Richfield Historical Park.** 2015 will be an exciting year for the Historical Park. The Richfield Historical Society will seek final approval for the Blacksmith Shop at the February 19th Village Board meeting. After final approval is granted they will be able to move forward with clearing of trees and construction and may be able to finish completion before the end of 2015. New DPW Supervisor Adam Schmitt who is also in attendance tonight has also already been out to visit the Thursday crew in the Historical Park. Adam has been working in conjunction with RHS members on several activities including a potential sign alteration to the Nature Park entrance.
- ✓ **New DPW Supervisor Adam Schmitt.** Adam Schmitt started with the Village of Richfield in December of 2014. Adam dove right into snow-plow operations and has quickly affiliated himself with Staff and key community points of contact here in Richfield. He's here tonight so that you may also have the opportunity to meet him and keep the line of communication open moving forward.

Respectfully Submitted,

KateLynn Schmitt
Administrative Services Coordinator
